

GRANTING CREDIT FOR PREVIOUS EXPERIENCE

Note: The Arizona Registration Agency has an established “maximum” limit of allowable credit that may be granted by a Program Sponsor or committee. The maximum allowable credit limitation is 50% of the full term of the occupation in which credit is being granted. Credit granted in excess of 50% MUST be accompanied by a “Waiver Request” in accordance with the Registration Agency’s policy on granting credit. These forms meet this requirement.

TO RECEIVE STATE CERTIFICATION, ALL APPRENTICES MUST SPEND A MINIMUM OF ONE YEAR AS A REGISTERED APPRENTICE, IN AN ARIZONA REGISTERED PROGRAM.

The granting of advanced standing or credit for previously acquired experience, training, education or skills for all applicants equally is an important obligation to be undertaken by a Program Sponsor/Committee. Proper administration is critical to the integrity of the Program/Committee. The Program Sponsor/Committee must ensure that commensurate wages for any progression step granted, be paid to the apprentice.

The granting of credit or advanced standing is strictly at the discretion of the Program Sponsor/Committee.

I. CREDIT FOR PREVIOUS WORK EXPERIENCE:

The Committee may take into consideration any/all of the following in evaluating Individuals who are requesting credit for previous experience.

- (a) The results of any required written tests or examinations.
- (b) The results of any supervisory evaluations during a try-out or pre-apprenticeship period required by the Program Sponsor/Committee before making a determination.
- (c) The thorough review of any records of work experience, i.e., letters from former employers/individuals or organizations, on the firm’s letterhead, stating the dates of employment and the nature of the work performed.
- (d) The results of a formal interview conducted solely to determine knowledge/ experience in the trade/craft/occupation in question.

II. CREDIT FOR PREVIOUS EDUCATIONS (RELATED TRAINING):

This can normally be accomplished by comparing school records or transcripts to your program’s related training course outline. The Program Sponsor/Committee should consider each request for credit individually, and evaluate any submitted documentation on a case-by-case basis, closely monitoring future training results of those given credit, to substantiate the Committee’s position or findings. By so doing, the Program Sponsor/Committee may make adjustments based upon these findings as necessary.

PREVIOUS CREDIT ANALYSIS FORM – OJT

DATE OF REQUEST: _____

OCCUPATION: _____

NAME OF APPLICANT/APPRENTICE: _____

The Program Sponsor/Committee has reviewed the information and documentation submitted by you in your request for Credit For Previous Experience. The following is an analysis of the ON-THE-JOB TRAINING credit being granted by the Program Sponsor/Committee. Following your acceptance of the following, no additional Credit will be considered or granted by the Program Sponsor/Committee.

If you disagree with, and wish to appeal the determination of this analysis, you must request (in writing) a hearing within thirty (30) day of the date which appears at the bottom of this form.

<u>WORK PROCESS TITLE:</u>	<u>HOURS REQUIRED:</u>	<u>HOURS CREDIT:</u>	<u>REMAINING OBLIGATION:</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
TOTALS:	_____	_____	_____

Responsible Program Representative: _____

Signature/Title

Date

Apprentice Acceptance: _____
Signature Date

PREVIOUS CREDIT ANALYSIS FORM – RELATED TRAINING

Date of request: _____

Occupation: _____

NAME OF APPLICANT/APPRENTICE: _____

The Program Sponsor/Committee has reviewed the information and documentation submitted by you in your request for Credit For Previous Experience. The following is an analysis of the RELATED TRAINING credit being granted by the Program Sponsor/Committee. Following your acceptance of the following, no additional Credit will be considered or granted by the Program Sponsor/Committee.

If you disagree with, and wish to appeal the determination of this analysis, you must request (in writing) a hearing within thirty (30) days of the date which appears at the bottom of this form.

<u>RELATED TRAINING SUBJECTS:</u>	<u>HOURS REQUIRED:</u>	<u>HOURS CREDIT:</u>	<u>REMAINING OBLIGATION:</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
TOTALS:	_____	_____	_____

Responsible Program Representative:

Signature/Title

Date

Apprentice Acceptance: _____
Signature Date